

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS-ATASCADERO
HUMAN RESOURCES DEPARTMENT**

JOB CLASSIFICATION: Medical Assistant – Central Medical Services

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the supervision of the CMS Supervising Registered Nurse, performs various clinical and administrative tasks supporting Central Medical Services. Assists the Medical Care Coordinator with managing outside appointments, assists with coordinating telemedicine appointments and assists the laboratory as clinically indicated.

40% Provides clinical support to the Medical Care Coordinator, performing a variety of administrative functions and procedures.

Duties related to this include:

- Entering appointments into Outside Appointment Database
- Transferring paperwork to and from Transport Office
- Providing referrals to Chief Physician and Surgeon for review and approval
- WatchDox patient documentation to outside providers
- Communicate with units regarding completion of outside appointment paperwork
- Collaborate with Public Health regarding patient clearances
- Update and email out Surgery Schedule
- Email physicians of upcoming surgeries
- Reviewing consults for Medicare billing

30% Provides clinical support to the CMS RN Shift lead, performing a variety of administrative functions and procedures related to telemedicine.

Duties related to this include:

- Scheduling and tracking telemedicine appointments
- WatchDox patient documentation to outside providers
- Collaborating with units for chart and patient arrival
- Setting up telemedicine equipment
- Communicating with primary care physicians of upcoming telemedicine appointments
- Performs vital signs on patients when they arrive for telemedicine appointment.

20% Assists the Laboratory as needed.

Restocks and orders necessary supplies. Updates forms and schedules as needed. Tracks laboratory testing as indicated. Assists with patient testing for infectious diseases utilizing CLIA Waived machines. Adheres to infection control protocols in the use of personal protective equipment. Maintains a safe and secure work environment.

10% Attends all trainings, meetings, and committees as directed by the CMS Supervising Registered Nurse. Participate in quality improvements activities such as chart review, audits, and special projects. Assist in the development, revision, and implementation of policies and procedures.

2. SUPERVISION RECEIVED

Central Medical Services Supervising Registered Nurse

3. SUPERVISION EXERCISED

None

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Fundamentals of medical assisting including administration; medical and mental health procedures and techniques involved with patient care; principles used when caring for individuals who are immobile; medical and mental health terminology; and general clinic routines; knowledge of proper use of medical and office equipment, including various generic software.

ABILITY TO:

Apply Medical Assistant procedures as regulated by certification; observe and document symptoms and behavior; maintain accurate records and prepare reports; gain the respect and cooperation of patients; work effectively with patients and the interdisciplinary team; function effectively in an emergency situation; and practice universal precautions.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served.

Demonstrates knowledge of growth and development of the following age categories:

Adult Geriatric

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Applies and demonstrates knowledge of the following:

- Follows the hospital policies on sexual harassment.
- Hospital emergency preparedness and area specific plan.
- As needed, participates in the identification, confiscation, and disposal of contraband per policy.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Maintains ability to utilize a PC to perform word processing, data entry and Internet informational searches.
- Maintains knowledge in communicable disease transmission and strategies in the prevention and control of such.
- Maintains the ability to communicate effectively and professionally with outside medical providers.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employee in this classification must:

- Possess a valid certificate from an agency approved by the California Department of Consumer Affairs, Medical Board of California to practice as a Medical Assistant.

7. TRAINING Category = 15

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Print Name	_____ Date
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_____ Supervisor Signature	_____ Print Name	_____ Date
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_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date
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